

ROLE PURPOSE

Role Title: Program Communications Specialist	Division: Programs & Partners	Location: Addis Ababa	Date: November 2025
Employment type: Permanent contract with flexible work arrangement	Reports to: Country Manager	Number of direct reports: 0	Leadership Band: Leads self

Purpose of the role:

The **Program Communications Specialist** plays a key role in advancing the organization's eye health programs and advocacy efforts through evidence generation and impact communications, strategic communications and public engagement. The position is responsible for designing and implementing program communication strategies that effectively convey the organization's impact, promote eye health awareness, and strengthen relationships with stakeholders, donors, government partners, and communities.

Working closely with program and technical teams, the specialist translates complex public health information into clear, compelling messages and materials for diverse audiences. This includes program impact communications, program factsheets, managing media relations, producing success stories and digital content, coordinating campaigns and events, and ensuring consistent branding and visibility across all communication platforms.

The **Program Communications Specialist** will own the outcomes of:

1. Develop and implement comprehensive program communication strategies to support the eye health program goals and organizational priorities.
2. Collaborate with program staff, technical advisors, and field offices to generate evidence, gather program impact stories, photos, and data.
3. Ensure alignment of all communication activities with the organization's brand, mission, and donor requirements.
4. Support advocacy initiatives by crafting persuasive narratives and messaging for campaigns and events.
5. Produce, edit, and disseminate communication materials, including program impact, evidence, success stories, press releases, newsletters, social media posts, and reports.
6. Provide program communication capacity-building support to program teams and partners.
7. Document communication results and lessons learned to improve future initiatives.
8. Ensure communication materials comply with donor branding and visibility guidelines.
9. Other tasks as requested by your manager.
- 10.

Our Capabilities:

As a member of The Foundation Family you will:

1. Live by the values of The Foundation and support The Foundation's culture, performance and brand.
2. Adhere to all The Foundation's policies and procedures.
3. Strengthen the health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.

Skills:

- Strong program impact communication, storytelling, content creation, and editing abilities.
- Solid understanding of public health issues and community-based programming.
- Proficiency in digital communication tools, social media management, and basic graphic design or multimedia production.
- Ability to work collaboratively in cross-functional teams and meet tight deadlines.
- Strong interpersonal skills, creativity, and attention to detail.
- Excellent written and verbal communication skills in English (knowledge of local languages (Amharic, Oromiffa) is an advantage).

Essential Experience:

- At least 5 years of relevant experience in program communication, preferably within the health or development sector.
- Experience working with INGOs or donor-funded health programs is an asset.

Desirable Experience:

- Experience in a customer facing role.
- Experience in the international development & NFP sector.
- Some project management experience.

Qualifications:

Master's degree in communication, Journalism, Public Health, or related field.

Travel:

Travel domestically as and when required.

This role purpose defines the broad accountabilities of the positions, which may change based on organisational need. Please refer to the divisional, team and individual work plans for more specific details

The position involves:

This position is recognised as having "Contact with Children" either direct or indirect.

This position does involve "Working with Children" either direct or indirect.

This position does involve working with beneficiaries, donors and/or partners

Additional Responsibility:

Ensure that the work for which they are responsible is carried out in ways which safeguard the health and safety of workers.

To work in The Foundation, you will:

- Be eligible to work in Australia and other regions where you will be based
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions that are identified as working with children